



# Michigan Treasury Online (MTO) Optimization

## Learning Series 5: File and Pay Functions

**NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.**

January 2016

Customer Friendly

Simplified Process

### What's New in MTO?

- Functions of File and Pay User Role

**Learning Series 4 edition on the Functions of the File and Pay user role.**

Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

Image	Purpose
	To indicate a change in process or functionally that is expected to significantly increase the user experience
	To indicate a reminder or a relevant note within a text
	To indicate a quick tip or faster way of completing an action
	To number steps on screenshots
	To highlight any part of the screenshot, such as a button
	To draw attention to a relevant section of information/text (not a button)

## File and Pay Information:

**File and Pay User Role Information** – This role allows a user to file, pay, amend, print and view Sales, Use and Withholding returns.

- Within the File and Pay SUW menu, you can complete the following transactions:
  1. File and Pay a SUW Tax Return
  2. Amend and Pay Processed SUW Tax Returns
  3. View and Print Filed Returns

The screenshot shows the 'Business Information' page for 'BIG BIRD'S PET SHOP'. The page displays business details such as the legal address (123 SESAME STREET, LANSING, MI 48917), FEIN (2101454), and registered tax types (Sales Tax, Use Tax, Withholding Tax). It also shows the next return filing due date (May 20, 2015) and the last SUW payment (Paid \$664787.55 on December 18, 2015). On the right, the 'Available Actions' menu is open, highlighting the 'File and Pay SUW' option, which includes 'File and Pay a Tax Return', 'Amend and Pay Processed Returns', and 'View and Print Filed Returns'.

## File and Pay a Tax Return:

The returns that are required to be filed by the business are displayed on the File and Pay a Tax Return page. The “Additional Returns” button is also available on this page. This function allows a user to file an additional monthly/quarterly or annual return, if needed.

The screenshot shows the 'File and Pay a Tax Return' page. It displays a table of 'Required Tax Returns' with columns for Tax Type, Period, and Due Date. A red callout box labeled 'List of Required Returns' points to the table. The table lists monthly returns from April 2015 to December 2016, with due dates ranging from 05/20/2015 to 02/28/2017. On the right, the 'Available Actions' menu is open, highlighting the 'File and Pay a Tax Return' option. Below the table, there is a section for 'Additional Tax Returns' with a button labeled 'ADDITIONAL TAX RETURNS'.

Tax Type	Period	Due Date	File and Pay
SUW	Monthly - April 2015	05/20/2015	File and Pay
SUW	Monthly - May 2015	06/20/2015	File and Pay
SUW	Monthly - June 2015	07/20/2015	File and Pay
SUW	Monthly - July 2015	08/20/2015	File and Pay
SUW	Monthly - Aug 2015	09/20/2015	File and Pay
SUW	Monthly - Sep 2015	10/20/2015	File and Pay
SUW	Monthly - Oct 2015	11/20/2015	File and Pay
SUW	Monthly - Nov 2015	12/20/2015	File and Pay
SUW	Monthly - Dec 2015	01/20/2016	File and Pay
SUW	Monthly - Jan 2016	02/20/2016	File and Pay
SUW	Monthly - Feb 2016	03/20/2016	File and Pay
SUW	Monthly - March 2016	04/20/2016	File and Pay
SUW	Monthly - April 2016	05/20/2016	File and Pay
SUW	Monthly - May 2016	06/20/2016	File and Pay
SUW	Monthly - June 2016	07/20/2016	File and Pay
SUW	Monthly - July 2016	08/20/2016	File and Pay
SUW	Monthly - Aug 2016	09/20/2016	File and Pay
SUW	Monthly - Sep 2016	10/20/2016	File and Pay
SUW	Monthly - Oct 2016	11/20/2016	File and Pay
SUW	Monthly - Nov 2016	12/20/2016	File and Pay
SUW	Monthly - Dec 2016	01/20/2017	File and Pay
SUW	Annual - 2016	02/28/2017	File and Pay

## Amend and Pay Processed Return

Displayed on this page are previously filed and processed sales, use and withholding tax returns. This page allows the user the ability to view, amend, or make a payment on these returns displayed. The “Additional Amended Returns” button is also available on this page. This function allows a user to file an additional monthly/quarterly or annual return, if needed.

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**Amend and Pay Processed Returns**  
Displayed are the sales, use, & withholding (SUW) tax returns processed for tax year 2015 and forward for this business. You have the ability to view, amend, or make a payment on the processed returns displayed.

**Returns and Amendments**

Monthly Filings | Past 6 Months

Tax Type	Period	Date Received	View	Amend	Pay Collections
SUW	Monthly - Jan 2015	December 18, 2015	View	Amend	Pay Collections
SUW	Monthly - Feb 2015	December 18, 2015	View	Amend	
SUW	Monthly - March 2015	December 23, 2015	View	Amend	

**Additional Amended Returns**  
Choose "Additional Amended Returns" to amend a liability previously reported for a return period. The figures reported on the Amended Return will be the new actual liability for the period.

**Available Actions**

- File and Pay SUW
- File and Pay a Tax Return
- Amend and Pay Processed Returns**
- View and Print Filed Returns
- Other Pay Options

**Previously Filed and Processed Returns**

**ADDITIONAL AMENDED RETURNS**

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## View and Print Filed Returns

Returns that have been filed for the business for sales, use and withholding are displayed on this page. The user can view and print these submitted returns.

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**View and Print Filed Returns**  
Displayed are the returns that have been filed by this business for sales, use & withholding (SUW) for tax year 2015 and forward. From here you may view and print submitted returns.

If you are filing at the 4% rate, the printed form currently only shows the 6% rate information. For printed copies of both the 4% and 6% information, we suggest you make screen prints of the form in the "view" mode. A future enhancement is planned to allow the printing of both the 4% and 6% information together.

**Returns Filed**

Monthly Filings | Past 6 Months

Tax Type	Period	Date Received	View and Print
SUW	Monthly - Jan 2015	December 18, 2015	View and Print
SUW	Monthly - Jan 2015	December 18, 2015	View and Print
SUW	Monthly - Feb 2015	December 18, 2015	View and Print
SUW	Monthly - March 2015	December 23, 2015	View and Print

**Available Actions**

- File and Pay SUW
- File and Pay a Tax Return
- Amend and Pay Processed Returns
- View and Print Filed Returns**
- Other Pay Options

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- Within the Other Pay Options menu, you can complete the following transactions:
  1. Make a Payment
  2. Manage Payments
  3. Payment history

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**File and Pay a Tax Return**

The returns that are required to be filed by this business are displayed here. Only one tax return for each registered sales, use & withholding tax type is required based on the businesses filing frequency. You may make multiple payments within the filing period by using the "Other Pay Options" menu.

**Required Tax Returns**

Tax Type	Period	Due Date	
SUV	Monthly - April 2015	05/20/2015	File Return
SUV	Monthly - May 2015	06/20/2015	File Return
SUV	Monthly - June 2015	07/20/2015	File Return
SUV	Monthly - July 2015	08/20/2015	File Return
SUV	Monthly - Aug 2015	09/20/2015	File Return
SUV	Monthly - Sep 2015	10/20/2015	File Return
SUV	Monthly - Oct 2015	11/20/2015	File Return
SUV	Monthly - Nov 2015	12/20/2015	File Return
SUV	Monthly - Dec 2015	01/20/2016	File Return
SUV	Monthly - Jan 2016	02/20/2016	File Return
SUV	Monthly - Feb 2016	03/20/2016	File Return
SUV	Monthly - March 2016	04/20/2016	File Return
SUV	Monthly - April 2016	05/20/2016	File Return
SUV	Monthly - May 2016	06/20/2016	File Return
SUV	Monthly - June 2016	07/20/2016	File Return
SUV	Monthly - July 2016	08/20/2016	File Return
SUV	Monthly - Aug 2016	09/20/2016	File Return
SUV	Monthly - Sep 2016	10/20/2016	File Return
SUV	Monthly - Oct 2016	11/20/2016	File Return
SUV	Monthly - Nov 2016	12/20/2016	File Return
SUV	Monthly - Dec 2016	01/20/2017	File Return
SUV	Annual - 2016	02/28/2017	File Return

**Additional Tax Returns**

Choose "Additional Returns" if the period you wish to file for is not displayed. Do not select "Additional Returns" to amend a previously filed return.

**Available Actions**

- File and Pay SUV
- Other Pay Options**
  - Make a Payment
  - Manage Payments
  - Payment History

## Make a Payment

This page allows a user to make an additional electronic payment by having the user input the payment amount by tax type and selecting the tax period the payment should apply to. Additionally, there is functionality on the page that allows the user to print a payment voucher to pay by check.

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**Make a Payment**

**Electronic Payment**

Select the "Pay Now" button to make an additional payment.

**Accelerated Filers**

Select the "Pay Now" button to make your prepayment. When you file your reconciliation payment, you must file the return reporting the total amount due for the period including the amount you paid earlier.

**PAY NOW**

**Payment Voucher**

If you choose to not pay online, click the "Voucher" button here. You will print a pre-identified voucher for the period to send in with your paper check. Paying electronically ensures your payment is received by the due date. If you opt to pay online, do not print or mail the voucher.

Tax Type	Period	Date Received
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If the filing period you would like to pay by check is not displayed here, use the printable 2015 Sales, Use and Withholding Payment Voucher (Form 5094). Complete the form, with your business name, account number, return period, and tax(es) you are paying, and send with payment to the address provided.

**Available Actions**

- File and Pay SUV
- Other Pay Options**
  - Make a Payment**
  - Manage Payments
  - Payment History

## Manage Payments:

Manage Payments routes the user directly to the payment center site. The user has the ability to manage their account, view and manage pending payments, and to view EFT payment history.

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Make a Payment

Electronic Payment

Select the "Pay Now" button to

Accelerated Filers  
Select the "Pay Now" button payment, you must file the amount you paid earlier

PAY NOW

Payment Voucher

If you choose to not pay online, click the "Voucher" button here. You will print a pre-identified voucher for the period to send in with your paper check.

Paying electronically ensures your payment is received by the due date. If you opt to pay online, do not print or mail the voucher.

Tax Type Period Date Received

If the filing period you would like to pay by check is not displayed here, use the printable 2015 Sales, Use and Withholding Payment Voucher (Form 5094) [\[PDF\]](#). Complete the form, with your business name, account number, return period, and taxes you are paying, and send with payment to the address provided.

Leaving Michigan Treasury Online

Warning

If you continue, you will be being transferred to our payment center, powered by J.P. Morgan Chase.

You must select "Continue" within 1 minute or you will time out and will not be routed to the payment center. Once this happens, you will have to select "Cancel" and re-enter your payment information.

CANCEL CONTINUE

Available Actions

- File and Pay SUW
- Other Pay Options
- Make a Payment
- Manage Payments**
- Payment history

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**THIS IS A TEST SITE**  
Transactions will NOT be processed.

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CHASE

Main Menu

- Manage Accounts Add, Edit and Delete your accounts.
- Pending Payments View, Edit and Delete your pending payments.
- Payment History View your payment history.

Release 13\_7966 © 2002 - 2015 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

## Payment History:

All sales, use and withholding payments (both check and EFT) received for the business are displayed on this screen.

# Michigan Treasury Online



BIG BIRD'S PET SHOP ✕

## Payment History

Displayed below are the payments received for tax years 2015 Sales, Use and Withholding Taxes only. Tax year payments for prior tax years are not available at this site. Also, payments made for debts in Collections status are not viewable on this site.

### Payments

All Payments ▾ Past 6 Months ▾

Payment Method	Date Received	Amount
ACH debit	December 18, 2015	\$27,310.55
ACH debit	December 18, 2015	\$1,906.00
ACH debit	December 18, 2015	\$571.00
ACH debit	December 18, 2015	\$635,000.00

### Available Actions

► File and Pay SUW

▼ Other Pay Options

Make a Payment

Manage Payments

Payment History



## Contact Us

If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO and the changes to SUW that will begin in January. The website can be accessed here: [www.michigan.gov/mtobusiness](http://www.michigan.gov/mtobusiness).